
Chapter 32: Intern'l Narcotics and Law Enforcement Affairs

General**A320001 International Narcotics Control Policy File**

Description: The single, central, official subject file of the Bureau for International Narcotics Matters. (Excluding administrative, chronological, individual working, information, personal, or reference files). Consisting of: airgrams, congressionals, correspondence, diplomatic notes, directives, manuals, memorandums of conversations, plans, reports, telegrams, that document: administration, executive direction, management, policy making, procedures, development, implementation, and participation in international narcotic control programs: Relating to the international narcotic program of the Department of State which covers: implementation of and advice on international narcotics controls (INC); Guidance to chiefs of missions and direction to INC coordinators at posts abroad on INC matters, Communications with foreign governments (including the negotiations, conclusion, and termination of agreements) relating to INC programs; Development, implementation, coordination, and supervision, of INC assistance activities; Inter governmental proceeding on INC activities; UN Commission on Narcotic Drugs and other international meetings and conferences on drugs, narcotics, and psychotropic substances. INC policies and programs of U.S. Agencies.

Disposition: Permanent. Break file annually. Retire to RSC after 3 years for transfer to WNRC when 5 years old. Transfer to NARA when 30 years old in 5-year blocks.

DispAuthNo: N1-59-88-17, item 1

A320002a Briefing Materials File

Description: a. Briefing Materials on International Narcotics Control - Documents used in the formulation of policy, procedures, guidelines or other instructional materials.

Disposition: Permanent. File documents with Policy and Procedures File as identified in item 1 for permanent retention.

DispAuthNo: N1-59-88-17, item 2a

A320002b Briefing Materials File

Description: b. Other records.

Disposition: Destroy when obsolete, superseded, or no longer needed for current program operations.

DispAuthNo: N1-59-88-17, item 2b

Chapter 32: Intern'l Narcotics and Law Enforcement Affairs

A320003a Procurement File - Project Authorizations/Commodities Contract File

Description: File consists of records to purchase commodities overseas. Included are project implementation orders for commodities and technical services, a description of the commodity (included as part of Joint Receiving Report), FS-455, Purchase Order Receiving Report and Voucher, DS-1773, Purchase Authorization, SF-33, Solicitation, Offer and Award, OF-127, Receiving and Inspection Report, GSA Form 6538, Procurement Status, bills of lading, purchase orders, offer & award solicitation, Monthly Pipeline Status Reports, INM embassy funding documents, award & contracts, commodities procurement as they relate to narcotics, and other related documents.

a. Commodities and Technical Services Contracts

Disposition: Transfer to RSC after 3 years. RSC destroy 6 years and 3 months after final payment.

DispAuthNo: GRS 3, item 3(a)(1)

A320003b Procurement File - Project Authorizations/Commodities Contract File

Description: File consists of records to purchase commodities overseas. Included are project implementation orders for commodities and technical services, a description of the commodity (included as part of Joint Receiving Report), FS-455, Purchase Order Receiving Report and Voucher, DS-1773, Purchase Authorization, SF-33, Solicitation, Offer and Award, OF-127, Receiving and Inspection Report, GSA Form 6538, Procurement Status, bills of lading, purchase orders, offer & award solicitation, Monthly Pipeline Status Reports, INM embassy funding documents, award & contracts, commodities procurement as they relate to narcotics, and other related documents.

b. Professional Services Contracts - Contract (extra copies of only), general correspondence, vouchers, contractor's monthly reports, security clearances, and other related documents.

Disposition: Transfer to RSC after 3 years. (Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith).

DispAuthNo: GRS 3, item 3(a)(2)

A320004a Solicited and Unsolicited Bids and Proposals File

Description: a. Successful bids and proposals.

Disposition: Destroy with related contract case file.

DispAuthNo: GRS 3, item 5a

Chapter 32: Intern'l Narcotics and Law Enforcement Affairs

A320004b(1) Solicited and Unsolicited Bids and Proposals File

Description: b. Solicited and unsolicited unsuccessful bids and proposals.

(1) When filed separately from contract case file.

Disposition: Destroy when related contract is completed.

DispAuthNo: GRS 3, item 5b(2)(a)

A320004b(2) Solicited and Unsolicited Bids and Proposals File

Description: b. Solicited and unsolicited unsuccessful bids and proposals.

(2) When filed with contract case file.

Disposition: Destroy with related contract case file.

DispAuthNo: GRS 3, item b(2)(b)

A320005 Country File

Description: Consists of telegrams, airgrams; memorandums; correspondence; reports; statistics; studies; surveys; and other documentation of bureau participation in international narcotic control programs and projects, in a specific country, conducted by INM. Includes material on the policies, plans and procedures of country programs and projects; interagency, inter governmental and inter organizational liaison in program/project development and implementation; and duplicate copies of program agreements and contracts for commodities and services for program/project support. Original contracts are identified in items 320003 and 320004.

Disposition: Permanent. Block annually. Screen files and destroy duplicate information. Retire to RSC when 3 years old. RSC transfer to WNRC when 5 years old. Transfer to National Archives when 30 years old.

DispAuthNo: N1-59-88-17, item 5

A320006 International Meetings File

Description: File consists of documents relating to international meetings and conferences on drugs, narcotics and psychotropic substances and related information of the United Nations Drug Agencies.

Disposition: Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-59-88-17, item 6

Chapter 32: Intern'l Narcotics and Law Enforcement Affairs

A320007 U.N. Commission File

Description: U.N. Commission on Narcotic Drugs File consists of DOS and duplicate copies of U. N. documents concerning drug abuse control, narcotics, conferences and meetings and other related documents.

Disposition: Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-59-88-17, item 7

A320008 Aviation File

Description: File consists of documents relating to: Administration, (budget and personnel), aircraft data, aircraft utilization, air wing, aviation advisors, countries, environment, herbicides, maintenance advisors and mechanics, other agencies, pilots, procurement actions, production estimates, public diplomacy, rapid development force, special projects, talking papers, etc.

Disposition: Retire to RSC when 3 years old. Destroy when 5 years old.

DispAuthNo: N1-59-88-17, item 8
